

ADDENDUM NO. 1 to the Annual Notice to Providers of
Professional Services, Fiscal Year 2022

NOTICE TO ALL PROSPECTIVE PROVIDERS:

The following changes are hereby made and incorporated as part of the Annual Notice to Providers of Professional Services, Fiscal Year 2022:

- 1) Psychology, GS-0180 has been added to Section V. Honolulu Police Department. No other changes have been made.
- 2) Annual Notice to Providers of Professional Services, Fiscal Year 2022 has been deleted in its entirety and replaced with the attached revised Annual Notice to Providers of Professional Services, Fiscal Year 2022.

APPROVED:



KELSI IMAMURA
Assistant Purchasing Administrator
KJ VW

**CITY AND COUNTY OF HONOLULU
NOTICE TO PROVIDERS
OF
PROFESSIONAL SERVICES
Fiscal Year 2022**

PURPOSE:

Pursuant to Hawaii Revised Statutes ("HRS"), Section §103D-304, the City and County of Honolulu is publishing this notice to invite persons engaged in providing professional services to submit current statements of qualifications and expressions of interest in anticipation of the needs of various City Departments for the Fiscal Year 2022.

The City will prepare a "list" of qualified consultants for each category of professional service to be utilized throughout the fiscal year.

MATERIALS TO BE SUBMITTED:

Firms/Persons shall provide PDF files of all materials being submitted. PDF attachments shall be no larger than 3.0 MB per attachment. Emails shall not exceed 20 MB. All PDFs shall be printable on standard size paper.

ALL SUBMITTALS (regardless of Department) shall:

1. Be emailed to professionalservices@honolulu.gov
2. Clearly IDENTIFY THE COMPANY OR PERSON SUBMITTING THE MATERIALS
3. Clearly IDENTIFY THE CATEGORY OF INTEREST
4. Clearly IDENTIFY THE DEPARTMENT you intend to submit for

SUBMITTAL LOCATION:

ALL MATERIALS TO BE SUBMITTED (regardless of Department) shall be emailed to:
professionalservices@honolulu.gov.

NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

SUBMITTAL DEADLINE:

No later than 4:30 p.m. H.S.T. on April 30, 2021, unless otherwise specified herein.

Submittals received after the above deadline that meet all applicable criteria will be accepted, but not be reviewed until all qualifications submitted by the specified deadline have been reviewed.

QUESTIONS:

If there are questions, please call (808) 768-5535 or email: professionalservices@honolulu.gov.

A handwritten signature in black ink, appearing to read "for (Cheri) Kawano".

Andrew T. Kawano
Director of Budget and Fiscal Services
City and County of Honolulu

Published on the web: JUL 07 2021

ANTICIPATED REQUIRED PROFESSIONAL SERVICES **FOR FISCAL YEAR 2022**

Professional services categories are listed per Department, however, all categories may be used by any City department. The City is not limited to the examples of work provided under each category. Please see the submittal requirements listed herein per Department.

I. DEPARTMENT OF THE CORPORATION COUNSEL (COR)

Corporation Counsel invites licensed attorneys to submit Statements of Qualifications and Expressions of Interest for evaluation. Those private attorneys who are deemed qualified will be included on a list from which special deputies corporation counsel, special counsel, and legal consultants will be selected by the Corporation Counsel to provide necessary legal services.

Following are the areas of law in which such services may be required by the Corporation Counsel during the period of July 1, 2021 to June 30, 2022:

- Administrative Law
- Appellate Practice
- Antitrust
- Bankruptcy/Receiverships
- Business Law, including Contract Law, Corporate Law and Business Transactions
- Civil Rights
- Collections/Foreclosures
- Litigation, including Complex Civil Litigation and Class Actions
- Constitutional Law
- Condemnation
- Construction Law, including Construction Litigation
- Criminal Law (including Federal Criminal Law)
- Election Law
- Employment Law, including Employee Benefits
- Energy Law
- Environmental Law, including Clean Water Act, Clean Air Act, HEPA/NEPA, Regulatory Compliance & Enforcement, Solid Waste Management, Environmental Attributes, and Storm Water Management
- Fair Housing
- Probate, Estates & Trusts, including Guardianships
- Government Contracts & Procurement, including Bid Protests, State and Federal Procurement, and Public Private Partnerships
- Government Ethics
- Health Law
- Information and Computer Technology
- Insurance
- Intellectual Property
- Labor
- Law Enforcement
- Maritime Law
- Plaintiffs Qui Tam
- Project Labor Agreements

- Public Benefits Law, including ADA
- Public Financing, including Bond Counsel, Investment Banking, and Financing Leases
- Public Utilities Law
- Real Property, including Financing, Development, Land Use Entitlements and Transactions
- Securities Law
- State Compliance with REAL ID Act Requirements
- Tax
- Telecommunications
- Tort Law, including Personal Injury, Products Liability, Design Defects and Professional Malpractice
- Transportation Law, including Mass Transit, Transit Financing, and Land Use Entitlements
- Water Law
- Workers' Compensation

COR SUBMITTAL REQUIREMENTS

Licensed attorneys interested in providing legal services in one or more of these areas are invited to submit a Statement of Qualifications and Expression of Interest. Attorneys from the same law firm wishing to be considered must submit separate statements. Attorney statements may include areas not listed above.

Forms are available for download at <http://www.honolulu.gov/cor>. Forms may also be requested by telephone ((808) 768-5100) or facsimile ((808) 768-5104). Corporation Counsel's General Policy Regarding Waiver of Conflicts is also available at that website or upon request; however, the decision as to whether to waive a conflict of interest will depend on the facts of that particular situation and is in the sole discretion of the Corporation Counsel.

ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

All forms should be submitted no later than 4:30 p.m. HST, June 30, 2021, to receive full consideration for the above-stated period. Late submittals that meet all applicable criteria will be accepted, but will only be available for consultant selections conducted after the submittals have been reviewed and the service category qualification(s) determined.

II. DEPARTMENT OF DESIGN AND CONSTRUCTION (DDC)

Categories without State of Hawaii Professional License Requirements

1. **ARCHAEOLOGY, GS-0193** – investigations, mitigation plans, monitoring, etc.
2. **AUDIT SERVICES¹, GS-0511** – certification of data reported in National Transit Database regarding fixed route, demand response, demand taxi services, DTS sub-recipient services utilizing Federal Transit Administration funds, rail services, vanpool, and triennial review support services.
3. **COMMUNITY PLANNING, GS-0020**
 - A. Physical Planning – community plans, master plans, site assessment and

- selection, feasibility studies and analysis, urban design plans and historic preservation.
- B. Land Use Regulations and Code Development.
 - C. Environmental Planning – environmental documents, such as environmental assessments, impact statements, and permits.
 - D. Housing – studies and analysis in support of the City's Affordable Housing Strategy, Housing First, and other Affordable Housing programs (Ordinance 18-10 and related Administrative Rules); compliance monitoring services.
 - E. Solid Waste Planning – solid waste program or facility master planning, including landfill, waste-to-energy and recycling systems; waste composition studies and analyses, solid waste feasibility studies, collection and disposal operations efficiency studies and analysis.
 - F. Emergency Management Planning – emergency management planning on a City-wide basis and for City facilities and services, emergency preparedness surveys, readiness and response planning.
 - G. Climate Change, Sustainability, and Resiliency Planning – climate change mitigation planning, climate change impact and vulnerability analysis, climate change adaptation planning, hazard impact analysis and mitigation planning, and long-term disaster recovery planning.
 - H. Community Outreach, Education and Graphic Communication – various topics, including National Pollutant Discharge Elimination System (NPDES) permit related outreach, etc.
 - I. Transportation Planning¹ – Site assessment and selection, feasibility studies and analyses, land use and urban design plans, land use permit processing, environmental studies and documents, multimodal studies and surveys, traffic impact studies, congestion mitigation studies, traffic circulation studies, transit-oriented development, complete streets, short-range transportation planning, long-range transportation planning, vision zero programs and assessments, transportation forecasting, and livable and sustainable transportation studies.
 - J. Transit Planning¹ – Asset management plans; fleet management plans; grant application development support including cost-benefit analysis; planning for multi-modal transportation facilities; strategic, long- and short-range transit service and operations planning including route planning, vehicle assignments to determine service hours, deadheading and layover times; socio-economic analyses; community outreach to support public transit programs; fare studies; revenue projections; studies to support development of public transit facilities; transit service and operations planning; first and last mile connections and policies; bus/rail integration plans; policy development; coordinated public transit-human services transportation planning; livable and sustainable transportation studies; public transit program and policy development; transit and paratransit software design and development; transit rider surveys; and, transit data collection and analyses.
 - K. Parking Operations and Curb Management¹ – Institutional arrangements; restricted parking zones; parking demand analysis by duration, vehicle type, payment method and function; curb utilization analysis; parking studies; Transportation Network Company regulation and management, taxi and freight staging and management; concession agreements; revenue enhancement programs; revenue projections; parking and permit rate analysis including dynamic pricing; parking control development; loading zone analysis; real-time traffic management; transportation demand management; enforcement techniques; account-based revenue systems; and, permit rules and regulations.

4. **ECONOMIST, GS-0110** – economic and financial analysis, development and review of requests for proposals and submitted proposals.
5. **ENVIRONMENTAL ENGINEERING, GS-0819**
 - A. Environmental Engineering² – air quality studies; water quality and ground water monitoring studies, including sampling, testing, and modeling; oceanographic studies, including temperature, currents, dilution, etc.; energy audits and conservation; NPDES permitting; preparation of NPDES manuals, guidelines and plans; total maximum daily load (TMDL) waste load allocation studies; State Department of Health Section 401 Water Quality Certifications, U.S. Army Corps of Engineers Section 404 Permits, etc.
 - B. Environmental Investigations – phase 1 and 2 site assessments and other environmental investigations.
 - C. Hazardous Materials Investigation, Testing and Abatement; Facility Closure and Clean-Up – dust, mold, heavy metals, asbestos, contaminated soil mitigation, etc. (Note: Hawaii Department of Health certifications for asbestos activities are preferred and may be required for specific projects.)
6. **GENERAL ENGINEERING, GS-0801**
 - A. Project Management² – project oversight, project coordination, contracting, administrative processing, project cost estimating and budgeting, project scheduling, project tracking, public meetings, services during bidding and construction, coordination with other agencies and departments as necessary.
 - B. Program Management – develop long-range plans and manage comprehensive capital improvement programs for large municipal infrastructure systems (including wastewater collection and treatment facilities, storm water facilities, and transportation system programs); program budgeting, scheduling, and tracking; process development; etc.

Categories with State of Hawaii License Requirements, HRS Chapter 464 or 466K (license type and class indicated)

7. **ARCHITECTURE, GS-0808**
 - A. Planning and Design² (AR) – master plans; buildings; offices; interior architecture, including space planning and modular furniture design; fire and police stations; recreational facilities, including passive and active parks, golf courses, comfort stations, community centers, and lifeguard towers; zoo facilities; corporation yards; operations centers; maintenance facilities; laboratory facilities; group homes and shelters; cultural facilities; performing arts facilities; historic preservation; Americans with Disabilities Act (ADA) improvements; Leadership in Energy and Environmental Design (LEED) certified buildings; etc.
 - B. ADA Compliance (AR) – compliance with regulatory requirements of the ADA, site and building surveys and assessments, technical assistance, etc.
 - C. Construction Management Architecture^{3,4,5} (AR) – buildings; offices; interior architecture, including space planning and modular furniture design; fire and police stations; recreational facilities, including passive and active parks, golf courses, comfort stations, community centers, and lifeguard towers; zoo facilities; corporation yards; operations centers; maintenance facilities; laboratory facilities; group homes and shelters; cultural facilities; performing arts facilities; historic preservation; ADA improvements; LEED certified buildings; etc.
 - D. Transit Plaza Design^{1,2} (AR) – alternatives analysis studies; conceptual design; preparation of illustrative graphics, renderings and models; multi-modal

transportation center design; mixed-use development design; transit-oriented development design; public private partnership proposal preparation; high rise building design; electric vehicle charging infrastructure; transit vehicle circulation; pedestrian demand and flow analysis.

8. CIVIL ENGINEERING, GS-0810

- A. General Civil² (PE-Civil) – site improvements; parking; fuel stations; vehicle washing facilities; ADA compliance, including site surveys, assessments, and technical assistance; etc.
- B. Coastal Engineering² (PE-Civil) – sediment transport, shoreline protection, beach erosion studies, etc.
- C. Hydraulics² (PE-Civil) – drainage improvements, sewer lines, pipe assessment and rehabilitation, flood control, outfall improvements etc.
- D. Storm Water Quality Improvements^{2,5,6} (PE-Civil) – best management practices (BMPs); erosion protection measures; low impact development BMPs; training for storm water quality programs; inspections for storm water quality programs; storm water pollution prevention plan preparation; spill prevention, control, and countermeasures preparation; geographic information system design, implementation, and data collection; storm water asset management, planning, and implementation using currently available software and technology; vehicle wash facilities, including wash facilities for refuse trucks; watershed planning.
- E. Parking Facility Design^{1,2} (PE-Civil) – surface parking lots, parking meter, pay station and control device installation; multiple level parking structures, ramp connections, parking control system infrastructure, lighting, electric vehicle charging systems, video monitoring, and emergency blue light installation.
- F. Transportation Design^{1,2} (PE-Civil) – intersection improvements, bikeways and bike paths, bridges, traffic control measures, automated driving system design, pedestrian safety improvements, transit-only lanes, physical security for transit facilities (including access control, security lighting, security cameras, and security gates and fencing); LEED certified structures; general site improvements (parking, fuel stations, building roof improvements, etc.); sidewalk improvements; bus pads; flood studies; flood certifications; parking lot pavement improvements; pavement markings; signage; traffic control plans; drainage studies and reports; utility infrastructure design (i.e. water, sewer, drainage); curb and gutter design; and solar light systems.
- G. Transit Facility Design^{1,2} (PE-Civil) – design plans for transit vehicle maintenance and transit center facilities; physical security for transit facilities (including access control, security lighting, security cameras, and security gates and fencing); LEED certified structures; bus stop site improvements; curb ramps; general site improvements (parking, fuel stations, vehicle washing facilities, building roof improvements, etc.); sidewalk improvements; automated transit system planning and design; and memorandums of agreement.
- H. Traffic Signal Design^{1,2} (PE-Civil) – experience in traffic signal design and familiarity with Federal Highway Administration (FHWA) requirements, current Manual on Uniform Traffic Control Devices (MUTCD), Americans with Disabilities Act Accessibility Guidelines (ADAG) requirements; field electrical power; grounding systems; cable messengers; joint pole requirements; interconnect overhead and underground lines; traffic signal cabinets; traffic signal interconnect communication systems; electrical conduit installation; curb ramp design; FHWA National Environmental Policy Act (NEPA) documented categorical exclusions; FHWA Environmental Engineering requirements; traffic management plans; traffic control; and automated driving system design.
- I. Traffic Camera Design^{1,2} (PE-Civil) – experience in traffic camera design and

familiarity with FHWA requirements, fiber optic design, video transmission over fiber optic and copper, IP video (MPeG2, MPeG4, H.264); field electrical power; grounding systems; cable messengers; joint pole requirements; fiber optic transmission overhead and underground lines; ethernet switches and hub stations; equipment cabinets; traffic signal interconnect communication systems; analog to digital conversion; electrical conduit installation; FHWA NEPA documented categorical exclusions; traffic management plans; and traffic control.

- J. Roadway² (PE-Civil) – new roads, road widening, roadway condition assessments, etc.
- K. Street Rehabilitation and Reconstruction² (PE-Civil).
- L. Sidewalk Improvements² (PE-Civil).
- M. Curb Ramps² (PE-Civil) – compliance with regulatory requirements of the ADA, site survey and assessments, technical assistance, etc.
- N. Guardrail Improvements² (PE-Civil).
- O. Construction Management Civil^{3,4,5} (PE-Civil) – sidewalks, parking lots, curb ramps, play courts, site improvements, drainage improvements, storm water quality improvements including low impact development BMPs, sewer lines, flood control, bikeways, bus bays/pads, roadways, curb ramps, traffic improvements, bridges, retaining walls, highway structure improvements, road improvements, road assessment and rehabilitation, guardrail improvements, bus stop site improvements, cured-in-place pipe lining, micro tunneling, golf courses, zoo facilities, etc. NOTE: Companies selected for pavement preservation projects will be required to confirm employment of at least one engineer and one inspector possessing Slurry Systems certification and Crack Seal certification from the AASHTO Transportation System Preservation Technical Services Program during the duration of the contract.
- P. Earth Slide and Rock Fall Mitigation² (PE-Civil) – Geotechnical engineer with recent experience must be prime consultant or sub-consultant.
- Q. Geotechnical Investigations & Design² (PE-Civil) – deep and shallow foundations, earth movement, slope stability analysis, slide potential, hazard mitigation, etc.
- R. Construction Services Geotechnical⁵ (PE-Civil) – deep and shallow foundations, etc.
- S. Wastewater Systems² (PE-Civil) – collection, treatment, disposal, and reuse facilities, including pump stations and force mains; facility planning; pilot and demonstration studies; pre-treatment studies; condition assessments; etc.
- T. Construction Management Wastewater Systems^{3,4,5} (PE-Civil) – collection, treatment, disposal, and reuse facilities, including pump stations and force mains.
- U. Solid Waste Collection and Disposal² (PE-Civil) – solid waste facilities master planning and design; sanitary landfill site selection studies, design, monitoring and closure; landfill gas control and energy recovery; biosolids reuse; solid waste energy recovery; solid waste material recovery and recycling; landfill closure testing, monitoring, reporting; etc.
- V. Construction Management Solid Waste Collection and Disposal^{3,4,5} (PE-Civil) – solid waste collection, reuse, recycling, and disposal facilities and systems, including biosolids reuse; landfill development, expansion, closure, etc.
- W. Wastewater Tunnels² (PE Civil) – Large diameter conveyance tunnels installed by trenchless construction methods, including geotechnical and risk analysis, flow modeling, odor control, corrosion protection, etc.

- X. Deep Wastewater Pumping Stations² (PE Civil) – Complete systems, including influent structures; power systems; 3D and physical modeling; odor control, corrosion protection, etc.

9. ELECTRICAL ENGINEERING, GS-0850

- A. Planning and Design² (PE-Electrical) – street lighting, park indoor and outdoor lighting, facilities power/lighting, traffic signal technology, fire alarm systems, back-up power systems, power system studies (for arc flash, including arc-flash warning labels), wastewater plant controls and automation, supervisory control and data acquisition (SCADA) systems, security cameras and access control systems, renewable energy projects, etc.
- B. Traffic Signal Design^{1,2} (PE-Electrical) – experience in traffic signal design and familiarity with FHWA requirements, current MUTCD and ADAG requirements; field electrical power; grounding systems; cable messengers; joint pole requirements; interconnect overhead and underground lines; traffic signal cabinets; traffic signal interconnect communication systems; electrical conduit installation; curb ramp design; FHWA NEPA documented categorical exclusions; FHWA Environmental Engineering requirements; traffic management plans; traffic control; and automated driving system design.
- C. Traffic Camera Design^{1,2} (PE-Electrical) – experience in traffic camera design and familiarity with FHWA requirements, fiber optic design, video transmission over fiber optic and copper, IP video (MPeG2, MPeG4, H.264); field electrical power; grounding systems; cable messengers; joint pole requirements; fiber optic transmission overhead and underground lines; ethernet switches and hub stations; equipment cabinets; traffic signal interconnect communication systems; analog to digital conversion; electrical conduit installation; FHWA NEPA documented categorical exclusions; traffic management plans; and traffic control.
- D. Construction Management Electrical^{3,4,5} (PE-Electrical) – street lighting, park indoor and outdoor lighting, facilities power/lighting, traffic signal technology, traffic camera systems, fire alarm systems, back-up power systems, wastewater plant controls and automation, SCADA systems, security cameras and access control systems, renewable energy projects, etc.
- E. Energy Services (PE-Electrical) – energy audits and studies, performance contracting, workshops, commissioning and retro-commissioning, etc.
- F. LEED Commissioning Electrical (PE-Electrical, LEED Accreditation).

10. LAND SURVEYING, GS-1373 (LS) – topographic, boundary, and parcel maps; easements; shoreline certifications; three-dimensional scanning of structures; etc.

11. LANDSCAPE ARCHITECTURE², GS-0807 (LA) – master plans, landscape plans (including hardscape), irrigation, etc.

12. MECHANICAL ENGINEERING, GS-0830

- A. Planning and Design² (PE-Mechanical) – air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.
- B. Construction Management Mechanical^{3,4,5} (PE-Mechanical) – air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.
- C. Energy Services (PE-Mechanical) – energy audits and studies, performance contracting, workshops, commissioning and retro-commissioning, etc.
- D. LEED Commissioning (PE-Mechanical, LEED Accreditation).

13. REAL PROPERTY APPRAISAL (CGA or CRA) – valuation and/or market analysis for acquisition, condemnation, and/or disposition of all types of real property.

14. STRUCTURAL ENGINEERING

- A. Structural Design (PE-Structural) – structures, revetments, foundations/barriers, pole structures, utility structures, recreational facilities, play courts, rigid pavement, piers, local barriers, special inspection, forensics, etc.
- B. Bridge Inspection Engineer (PE-Structural) – bridge inspection. (Personnel must meet FHWA team leader and bridge load rater qualifications, including but not limited to certification of training in Safety Inspection of In-Service Bridges by National Highway Institute, as identified in CFR 650 Subpart C, Section 309. A qualified underwater bridge inspection diver may also be required for the inspection team.)

BRIDGE INSPECTION, INVENTORY AND APPRAISAL I & II, FY2022, FEDERAL-AID PROJECT NOS. BR-NBIS(0XX) may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix A: FHWA Attachment for Federal Bridge Inspection Information.

- C. Bridge Engineer (PE-Structural) – bridge rehabilitation, load limit restoration, and seismic upgrade design; scour evaluation, monitoring, and countermeasures.

¹ A preliminary list of Department of Transportation Services' projects is provided in Appendix C, FY 22 Proposed DTS Professional Services Project Listing by Service Category. Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B: FY22 DTS FHWA-Funded Consultant Projects List for additional information.

² For projects that involve soil disturbance, priority may be given to persons with Certified Professional in Erosion and Sediment Control™ qualification from EnviroCert International or a City-approved equivalent certification.

³ Documentation of Certified Construction Manager (CCM) certification from the Construction Manager Certification Institute is required for qualification in any construction management category.

⁴ All Construction Management personnel assigned to work on DDC projects must provide a current certificate of completion for the "Inspector or Construction Management" training module of the City's NPDES MS4 Annual Training program. Register at <http://training.cleanwaterhonolulutrainig.com/> to access the training module. The certificates are valid for one year and the training must be repeated annually.

⁵ For projects that involve soil disturbance, priority may be given to persons with Certified Inspector of Sediment and Erosion Control (CISEC) qualification from CISEC, Inc. or a City-approved equivalent certification.

⁶ Additional qualifications that might be considered for selection in the Civil Engineering – Storm Water Quality Improvements service category include documented experience with (1) Microsoft Sharepoint and Microsoft PowerBusiness Intelligence, (2) geographic information systems, and (3) asset management software (Cityworks or equivalent).

DDC SUBMITTAL REQUIREMENTS

Consultants interested in being listed by DDC as qualified in one (1) or more of the service categories shall submit their qualifications as specified in this section. Do not use the

submittal requirements for other departments that might be indicated elsewhere in this notice.

All materials being submitted shall be emailed as PDF files to professionalservices@honolulu.gov. Each email shall:

1. Not exceed 20 MB,
2. Contain no attachment larger than 3.0 MB per attachment,
3. Identify the company or person submitting the materials,
4. Clearly indicate that the submittal is for DDC,
5. Identify multiple emails from the same firm in the subject line as "1 of X, 2 of X," etc.

Submittals shall include PDF files of the following:

- A. Modified Standard Form 330 (r6/06) for each service category. Copies of the form may be downloaded from the Professional Services page at <http://www.honolulu.gov/pur/ps.html> or picked up from the Department of Design and Construction at 650 South King Street, 11th Floor, Honolulu, Hawaii 96813.

If preferred, one (1) Modified Standard Form 330 may be submitted for multiple service categories; however, the PDF file shall not exceed 3.0 MB, whether it is for a single service category or for multiple service categories. Submit a single PDF file for each Modified Standard Form 330. Do not submit more than one (1) Modified Standard Form 330 per service category.

Do not include the Modified Standard Form 330 instructions (pages 1-6) in your submittal. The PDF file must include the completed signature blocks of the Modified Standard Form 330 (Part I, Section I and Part II, Section 12).

Any supplemental information, including promotional literature, company brochures, award certificates, proposed sub-consultants, team structure diagrams, etc., shall be incorporated into Part I, Section H of the Modified Standard Form 330. Promotional materials or descriptive literature are not necessary, but will be accepted if included in Part I, Section H of a PDF file meeting the 3.0 MB size limit, whether for a single service category or for multiple service categories.

- B. Completed FY22 Service Category Checklist indicating the service categories for which you wish to be considered (available from the Professional Services page at <http://www.honolulu.gov/pur/ps.html>). Each company shall submit a single FY22 Service Category Checklist as a PDF file of a single, portrait-orientated, 11X17 page. Confirmation of the checked service categories you have qualified for will be mailed back to you within one month after the deadline or receipt of your submittal, whichever is later.
- C. One (1) Transmittal Letter (or Letter of Interest) per company, dated and signed by an authorized representative of the firm.

Requests to Re-Use last year's Statement of Qualifications (SOQ) will be accepted for FY22. Such requests shall be made by submitting a completed FY22 Resubmittal Request form letter available from the Professional Services page at <http://www.honolulu.gov/pur/ps.html> and a completed FY22 Service Category Checklist. Note that requests to re-use submittals will only be accepted if the consultant submitted a

complete and compliant SOQ for FY21. A Resubmittal Request Form will not be accepted two (2) years in a row.

III. DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)

Computer Science, GS-1550

1. Oracle, Microsoft SQL, MySQL, MongoDB, PostgreSQL Database Design, Upgrade Planning and Implementation, Database Management, Integration and Application Development
2. Internet and E-Commerce – Application design, and development
3. Web Content Management
4. Electronic Document Management System
5. Programming – Mainframe Including COBOL, IMS, CICS, z/OS and other programming services (Please specify area of expertise)
6. Web Applications – Design and Development
7. GIS-Geographic Information Systems
8. Workflow Management
9. Asset Management-Integration, Implementation, and Consultant Services
10. Network Support – WAN/LAN/Wireless
11. Infrastructure Support Including Infrastructure design and support services, MS server Upgrade and Migration support services, Infrastructure Planning and management
12. Wireless Communications
13. 800MHz Radio Support and Maintenance
14. Telecommunications: Network Engineering and Support
15. MS Exchange/Windows server and desktop operating systems upgrade planning and implementation
16. Open Source software engineering & support, including Linux/UNIX/POSIX, J2EE, Angular, NodeJs, PHP, Flutter, Ruby, Jira, Kafka and related software
17. Help Desk - Includes Call Center
18. Information Security and Data Protection - Includes Cyber Security Management, Security Administration Services, Intrusion Protection and Audit Tracking Services, Internet Security Management
19. Disaster Recovery Management Services
20. z/OS Consultant Services
21. VOIP Solutions
22. Access Control, Monitoring and Security Systems
23. Lease Administration
24. Telecommunications business development, planning and management
25. Radio Coverage Analysis
26. Microwave Path Analysis and Back Haul methods including Digital Cross-connect Systems (DCS), multiplexers (including channel banks), SONET and Loop Protection Switches.
27. IT Portfolio and Project Management
28. Engineering Planning and Design – Architectural/Engineering design, project management or construction management teams for hardened communication facilities.
29. Storage Area Networking – Storage, Switch Configuration, and Fabric Network Design
30. Planning and design of an integrated safety and security video surveillance and monitoring system for transit vehicles and transit facilities.
31. Docker, Kubernetes, and related cloud infrastructure management

32. Professional IT Services not listed above (Please specify area of expertise)

DIT SUBMITTAL REQUIREMENTS

Please see the Submittal Requirements Section on Page 15-16. ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

IV. HONOLULU FIRE DEPARTMENT (HFD)

1. HRS Chapter 453 Medicine and Surgery
2. Physiology, GS-0413
3. Toxicology, GS-0415
4. Dietician and Nutritionist, GS-0630
5. Occupational Therapist, GS-0631
6. Physical Therapist, GS-0633
7. Industrial Hygiene, GS-0690
8. Consumer Safety, GS-0696
9. Safety Engineering, GS-0803
10. Fire Prevention Engineering, GS-0804
11. Materials Engineering, GS-0806

HFD SUBMITTAL REQUIREMENTS

Please see the Submittal Requirements Section on pages 15-16. ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

V. HONOLULU POLICE DEPARTMENT (HPD)

1. General Biological Science, GS-0401
 - For HPD's Scientific Investigation Section
 - Estimated Cost: \$7,500
 - Details: Reaccreditation of the DNA laboratory and accreditation of other units by the ANSI-ASQ National Accreditation Board/FQS, or the American Academy of Crime Laboratory Directors – Laboratory Accrediting Board.
2. Electronics Engineering, GS-0855
 - For HPD's Scientific Investigation Section
 - Estimated Cost: \$275,000
 - Maintenance of the existing, recently purchased analytical instruments, and information management systems utilized in the laboratory.
3. General Physical Science, GS-1301
 - For HPD's Scientific Investigation Section
 - Estimated Cost: \$6,000
 - Professional services for the calibration and/or cleaning of instruments and fume hoods used in the laboratory.
4. Psychology, GS-0180

HPD SUBMITTAL REQUIREMENTS

Please see the Submittal Requirements Section on pages 15-16. ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

VI. **DEPARTMENT OF PARKS AND RECREATION (DPR)**

1. Horticulture, GS-437

- A. Pruning/Removal. Shall be certified by one (1) of the following: CA, BCMA or RCA.
- B. Tree Protection Plan Preparer. Shall be certified by TRAQ and one (1) of the following: CA, BCMA, RCA, or LA.
- C. Tree Assessment Report Preparer. Shall be certified by TRAQ and one (1) of the following: CA, BCMA, RCA, or LA.
- D. Root Pruning/Trenching. Shall be certified by TRAQ and one (1) of the following: CA, BCMA, RCA, or LA.
- E. Tree Planting/Landscape/Maintenance*. Shall be certified by one (1) of the following: LICT, CA, BCMA, or RCA.
- F. Large Tree Planting/Relocation**. Shall be certified by one (1) of the following: LICT, CA, BCMA or RCA.

*Tree Planting - plant using small tools and equipment

**Large Tree Planting - requires specialized equipment for planting and relocation

Definitions:

CA - International Society of Arboriculture (ISA), Certified Arborist

BCMA - ISA, Board Certified Master Arborist

RCA - American Society of Consulting Arborists, Registered Consulting Arborist

TRAQ - ISA, Tree Risk Assessment Qualification

LICT - National Association of Landscape Professionals (NALP), Landscape Industry Certified Technician

LA – Registered Landscape Architect

DPR SUBMITTAL REQUIREMENTS

Consultants interested in being listed by DPR as qualified in one (1) or more of the service categories shall submit their qualifications as specified in this section.

Submittals shall include the following:

Introductory letter, including the name of the firm, the category the consultant is submitting for, number of years in the business, and office locations. Introductory letter shall be no more than two (2) pages.

Completed Qualified Arborist Application(s) for each desired sub category (eg. Tree Installation and Maintenance, Tree Protection Plan, etc.) and/or completed Qualified LICT Application. Each form shall be submitted per individual and not per company. All forms referenced herein are available at <http://www.honolulu.gov/pur/ps.html>.

ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

SUBMITTAL REQUIREMENTS

I. MATERIALS TO BE SUBMITTED:

Firms/Persons shall provide PDF files of all materials being submitted. PDF attachments shall be no larger than 3.0 MB per attachment. Emails shall not exceed 20 MB. All PDFs shall be printable on standard size paper.

ALL SUBMITTALS (regardless of Department) shall:

1. Be emailed to professionalservices@honolulu.gov
2. Clearly IDENTIFY THE COMPANY OR PERSON SUBMITTING THE MATERIALS
3. Clearly IDENTIFY THE CATEGORY OF INTEREST
4. Clearly IDENTIFY THE DEPARTMENT you intend to submit for

All materials submitted which have not been clearly designated as proprietary shall become the property of the City and shall be subject to public inspection and may be returned only at the City's discretion.

II. QUALIFICATIONS SUBMITTAL FORMAT

This submittal format is provided to assist you in assembling your Statement of Qualification.

CRITERIA	Max. No. Of Pages
Introductory letter , including the name of the firm, the category the consultant is submitting for, number of years in the business, and office locations	2
1. Professional qualifications necessary for satisfactory performance of required services. The project manager must have experience in managing projects of similar nature and scope, and shall be a professional, licensed in the State of Hawaii unless otherwise stated herein. The project manager's resume must be included in the Appendix. The consultant shall designate experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel or sub-consultants. The qualifications shall identify the project team composition, project leadership, reporting responsibilities, and address how sub-consultants will fit into the management structure. Resumes of key team members, limited to one page per person, must be included in the Appendix. Note: This information includes the qualifications of the individuals and sub-consultants, and a list of applicable past projects the consultant worked on. The selection is made on the team, and not just the prime consultant.	4
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies. The consultant shall include a list of all similar projects that the consultant worked on and successfully completed. Include the name, contact person	3

and telephone number of the government and/or private agencies, and how cost control, quality of work, and schedule compliance issues were addressed.	
3. Capacity to accomplish the work in the required time. The consultant must demonstrate that sufficient knowledgeable staff is available and that any sub-consultant hired by the consultant is experienced and capable of performing the work. The consultant shall include a list of current projects, which shall include the start and estimated consultant contract completion dates of the projects.	3
4. Any additional criteria. <u>Submit any conflict of interest you may encounter in performing services for the City and County of Honolulu.</u> Innovative or Alternative Methods to Perform the Required Services, and Anticipated Concepts for Completion of the Project. Please indicate any innovative, unique or alternative methods that would be used to perform the required services.	2
TOTAL	14*
Appendix: Resumes of key personnel	1 page per person maximum
Appendix: Company brochure (optional)	

*A page is considered to be letter size, printed on one side, single spaced, with characters no smaller than 12 point font. Additional information may be requested at our discretion.